



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 9/23/2022
Re: 2023 Budget

Department Heads met on 9/23 to begin going through budget requests by department. A second meeting was scheduled for 9/23, and then we are hoping to have budgets adjusted and complete by 9/27. The budget in this packet may not be the budget that will be adopted in November, so please view it as a first draft. The Library Board Finance Committee did meet before the due date and made some adjustments, which are reflected in this budget. I will give a full budget overview at the October meeting; at that point the budget draft will be a more firm draft that the Board can adopt.

Notes on the current non-personnel draft submitted include:

- Increase to travel, education and memberships. As we continue to add professional staff, we must continue to support memberships and conference attendance, as well as offer opportunities for CE for additional library staff members in their fields of work.
- Significant decrease to maintenance. At this point, we anticipate a rate drop from 45.46% to 38%. We will be maintaining our own suite repairs going forward, so some funds were included for general repairs.
- Increase to contractual services for carpet cleaning.
- Shared services will also have an increase, a result of current inflation rates across all departments.
- Decrease to Desktop Printing Expense because this line should be for printing expenses versus equipment. The expenditures in this line are currently in Outlay under the heading Office Equipment.
- Increase to Library Materials, the second of the two steps to get us to Tier 1 Compliance with the state in terms of materials expenditure per population served.
- Increase to service contracts, again anticipated due to inflation.
- Increase in Outlay to replace the digital signage in the building as well as replace some computers

Notes on the personnel budget:

- We do not typically see the personnel budget until the budget book is completed.
- I have asked City to budget \$17,000 for seasonal staff, also known as our On-Call Staff. We went over budget on our seasonal line in July this year. We budgeted for next year using the average amount per month that we have been spending this year.
- The resignation of the Assistant Director will have an effect on the personnel line as well in terms of staffing and our decisions regarding the table of

organization. I am hoping to have those changes completed by October and the City will plan to budget for those changes in personnel.

2023 BUDGET						
FUND:	101	DIVISION: COMMUNITY ENRICHMENT				
DEPT:	55110	DEPARTMENT: LIBRARY				
OBJECT		2021	2021	2022	2022	2023
CODE	DESCRIPTION	BUDGET	ACTUAL	BUDGET	ESTIMATED ACTUAL	BUDGET
NON-PERSONNEL SERVICES						
<i>Travel/Training</i>						
5208	Travel - City Business	300	0	1,400	2,538	1,000
5211	Education & Memberships	850	812	1,030	675	2,230
<i>Purchased Services</i>						
5303	Communications	300	300	300	300	300
5306	Heating Fuels	6,500	4,719	6,500	6,500	7,500
5309	Water, Sewer & Electric	14,600	14,147	14,200	14,336	14,600
5312	Maintenance - Building	130,000	130,481	130,000	130,000	110,000
5313	Lease - Building	143,916	143,916	143,916	143,916	143,916
5325	Contractual Services	83,619	85,075	28,400	28,400	35,000
5328	Advertising	360	972	1,050	779	1,550
5331	General Insurance	8,600	8,303	7,847	7,847	8,082
5332	Shared Services	70,681	70,202	94,151	94,151	106,867
<i>Supplies</i>						
5401	Office Supplies	5,000	4,909	5,000	4,500	5,500
5402	Desktop Printing Expense	3,000	2,854	3,000	3,722	800
5422	Data Processing Supplies	4,000	4,109	3,500	3,500	4,500
5431	Postage	800	722	800	800	850
5439	Lost & Paid Purchased	0	0	0		
5441	Library Material	50,300	54,943	63,552	63,000	77,552
5442	Service Contracts	49,405	45,260	46,795	46,500	51,871
5444	Library Programs	2,000	1,695	2,000	1,750	3,000
5499	Miscellaneous	400	558	400	550	1,000
TOTAL NON-PERSONNEL SERVICES		574,631	573,976	553,841	553,764	576,118
OUTLAY						
5804	Office Equipment	0	0	4,000	4,011	9,700
TOTAL OUTLAY		0	0	4,000	4,011	9,700
TOTAL LIBRARY		574,631	573,976	557,841	557,775	585,818